



Bureau of Nutrition and Health Promotion

Friday Facts

Week ending Issue: February 19, 2010 – Issue # 51

Policy

From the WIC Services Policy and Procedure Manual — 310.35 Staff Conflict of Interest

Local WIC agencies shall ensure that every precaution is taken to prevent possible conflicts of interests by employed and contracted WIC staff.

All employed or contracted WIC personnel may call the State WIC Office (1-800-532-1579) to confidentially report suspected fraud or abuse by another employee. The report may be anonymous.

Information

Services Contracting Improvement Newsletter

The Iowa Department of Public Health is undergoing a change in the service contracting process. In November 2009, a group consisting of IDPH, DHS, and local health department staff met for a week to review, revise, and re-construct the process. Improvements include electronic processing of RFP/RFA applications and contracts on SharePoint - a secure on-line computer reporting system. More information will follow as it becomes available. We expect changes to take place for WIC during the FY2012 RFP and contract process.

Attached are the December 2009 (See Atch 1A), January 2010 (See Atch 1B) and February 2010 (See Atch 1C) newsletters. Please contact Bruce Brown for details.

Community Health Needs Assessment and Health Improvement Plan 2011

Every five years, local boards of health lead a community-wide discussion with stakeholders about their community's health needs and what might be done about them. A Community Health Needs Assessment and Health Improvement Plan (CHNA & HIP) report is due on February 26, 2011. Counties have the option of working together with other counties and submitting the report or completing the process as a single county. Materials, resources, and data to assist the counties were developed through discussion with a department oversight team, feedback from six local health agencies, regional meetings where the process was introduced, and input from the regional community health consultants.

The report will focus on these six overarching public health goals:

- *preventing injuries,*
- *promoting healthy behaviors,*
- *strengthening the public health infrastructure,*

- preventing epidemics and the spread of disease,
- protecting against environmental hazards, and
- preparing for, responding to, and recovering from public health emergencies.

The assessment segment of the report (CHNA) will outline the results of stakeholder discussions and include a checklist for the following: a list of needs, whether the needs were selected to be addressed, and the rationale. The health improvement plan segment (HIP) will cover the specific goal or goals community stakeholders have set as a priority for action, the responsible organization, timeline, and relation to one of the overarching goals.

Are you at the table? Involvement in your community's assessment and planning process is not for public health alone. Contact your local public health department to get involved. Multiple resources about the process can be found by going to <http://www.idph.state.ia.us/chnahip/default.asp>.

(Article contributed by Jonn Durbin, Bureau of Communication and Planning, Iowa Department of Public Health)

Resources

Healthy Eating on a Budget Audiovisual Program

Film Ideas, Inc. has a new 10-minute DVD program targeted to WIC families addressing the timely topic of healthy eating on a budget. This upbeat and engaging program describes several strategies including planning ahead, knowing the store, buying local and seasonally, reading nutrition labels, and using unit prices. The visual quality is high and transitions between topics are smooth. The program is available in both English and Spanish. Please visit www.filmideas.com or call 1-800-475-3456 for more information.

Training

National Maternal and Infant Nutrition Intensive Course: July 28-30, 2010

Topics for the 16th annual conference at the University of Minnesota include:

- Overview of the 2009 Institute of Medicine pregnancy weight gain guidelines with a focus on issues for overweight and obese women
- Management of nausea, vomiting and malnutrition in pregnancy
- Model programs for improving immigrant health outcomes and client-centered learning
- Maternal stress, lactation and infant feeding
- Biological nurturing and lactation
- Pregnancy, lactation and environmental contaminants
- Lead and Mercury in MCH populations
- Nutrition and exercise interventions for management of gestational diabetes
- Accelerated early infant growth and implications for adult obesity and immigrant populations

Registration and course information will be available in March on the university's website at <http://www.sph.umn.edu/ce/cpheo/>

Course sponsors have applied for 16 CPE units for Registered Dietitians, Registered Nurses and Lactation Consultant. Up to 10 hours of distance education will also be available via streaming video (internet connection required). This course is

funded by the USDA Food and Nutrition Service, HRSA Maternal and Child Health Bureau and the University of Minnesota School of Public Health and Center for Public Health Education and Outreach.

Research

Food Environment and Obesity Rates

We're delighted to report that the USDA Economic Research Service Food Environment Atlas was released yesterday; locate it at <http://maps.ers.usda.gov/FoodAtlas/>. It is an amazing compendium of data related to the food environment. Access county Pediatric Nutrition Surveillance System (PedNSS) obesity rates for children aged 2 to 4 years under "Map an Indicator." Select "Health" and then "Low-income preschool obesity rate." Click on an individual county to reveal the rate. PedNSS is credited as the data source under <http://ers.usda.gov/foodatlas/documentation.htm#childobesity>.

Other

January participation

Iowa's WIC participation in January was 75,388. This represents a 0.5% increase over the same period as last year. (See Atch 2)

Available Formula

New Formula in IWIN

XMTVI Maxamaid manufactured by Nutricia has been added to IWIN. The formula is methionine-, threonine-, valine-free, and isoleucine-low for the dietary management of vitamin B12 non-responsive methylmalonic academia or propionic academia. XMTVI Maxamaid is specifically for children ages 1-8 years. Due to the high cost, no more than 2 cans should be placed on one check. The Formula Issuance for Women and Children document has been updated and posted to the WIC website.

Product	Quantity	Expiration Date	Agency	Contact
Neocate Infant	5 cans - 14 oz powder	4/2010	Siouxland District Health Dept.-WIC	Jeannie or Sneha at 712-279-6636
Enfaport Lipil	48 – 8 oz cans	6/2010	Mid-Sioux WIC	Glenda Heyderhoff at 712-786-3488
Peptamen Jr 1.5 (vanilla)	96 cans – 8.45 oz RTU	12/2010	Broadlawns	Nikki Davenport at 515-282-6710 or ndavenport@broadlawns.org
Elecare Infant	10 cans-14.1 oz powder	3/2012	Webster Co. Health Dept.	Kathy Josten at 515-573-4107

Attachments

See following pages for attachments 1A, 1B, 1C & 2.....

IOWA DEPARTMENT OF PUBLIC HEALTH

December 2009

SERVICES CONTRACTING IMPROVEMENT NEWSLETTER

Message from the Contract Transformers:

In November 2009, the Iowa Department of Public Health sponsored a kaizen event to explore the current service contracting process beginning with the initiation of a competitive selection document (RFP, RFA, RFI) through the final execution of a service contract. A team of IDPH employees representing each of the divisions joined with several of our local partners, a member of the DHS Bureau of Purchased Services and a member of Minnesota Health Department. The team developed a more efficient and effective process. Implementation of this new process involves multiple steps including the deletion of identified barriers for program staff.

Send suggestions for future contract transformer newsletter topics to bbrown@idph.state.ia.us

Transform and Roll-out! Document Review

As many of you know, a group of internal and external stakeholders met for a week in November to improve the service contracting process for competitive selection documents (aka RFPs, RFAs, RFBs, and RFIs). The group mapped out the current competitive selection process, brainstormed ideas to improve the process, and developed a new and improved process. Next steps for this group include: further refining the components of the process; developing policy and procedures; identifying and securing technology needs; and training staff on the new process. IDPH staff will be notified as changes to the current process are completed.

To kick-off the roll-out of the new process, the Contract Transformers are pleased to announce that competitive selection documents (RFPs, RFAs, RFBs, and RFIs) no longer need to go through Document Review. IDPH's contract administrators, Stacey Hewitt and John McMullen, will serve as the "document reviewer" when completing their normal job

duties. To reflect the change, the Document Review Form (under My Templates in Word) has been updated.

Barriers Removed Access to I3 Activated

One barrier identified was the department's restricted access to the state's I3 vendor system which contains the legal names and addresses of our contractors. The committee's recommendation was to request that the contract managers within each bureau (as a point of contact) be given access so they can verify the information at the time the contract is finalized. Access to I3 has been activated and the appropriate division/bureau contract managers will be attending a training session on December 16 or December 17.

Transformers Meeting 2010 Schedule

60 day follow-up January 8
90 day follow-up February 5
180 day follow-up May 7
I year follow-up November 5



Contract Transformer Team Member Contact

Erin Barkema	282-5524
Bruce Brown	281-7094
Cheryl Christie	281-6645
Sherry Frizell	281-4967
Stacey Hewitt	281-3018
John McMullen	281-6646
Dawn Mouw	281-0919
Sheri Stursma	281-5819
Mindy Uhle	282-6131
Mark Vander Linden	281-8802
Diana Von Stein	282-5114
Timothy Wickam	281-7462

IOWA DEPARTMENT OF PUBLIC HEALTH

January 2010

SERVICES CONTRACTING IMPROVEMENT NEWSLETTER

The Iowa Department of Public Health is undergoing a change in the way the service contracting process proceeds. In November 2009, a group consisting of IDPH, DHS, and local health department staff met for a week to review, revise, and re-construct the process. This news letter is a progress report from the 60 day January 8, 2010 follow-up meeting.

Standardization of Core Forms

Our local partners stressed the need for standardization in the core forms that are required for RFA/RFP's. Our response was to standardize the forms and attachments the applicants submit for competitive selection.

In the next few weeks, a sub-group of the Kaizen team will meet to determine a list of core attachments needed during competitive document submission. In no way do we believe this list will be comprehensive. However we do hope to construct some basic tools that applicant can follow. After we get these documents, we will be asking for input from each program on each document. We want to have standardized attachments that will work for each program. This will fulfill a request from our locals.

In the next month the contract manager from each program will be contacted for their suggestions and comments. Please take some time to assist us as we make the competitive selection process more manageable for everyone.

We are Going Electronic

Several team members have met with the IDPH Executive Team and Heather Adams, Assistant Attorney General to walk through each step of the new service contracting process and discuss implications of the process. The new process was

originally presented to them during the close-out session of the Kaizen event in November 2009. The new process utilizes electronic submission of applications for funding and electronic signatures for legal documents including contracts and amendments. The basic functions of SharePoint (i.e. automatic tracking, secured access, notification systems, etc.) will provide accountability and security for these documents.

An agreement for the use of IDPH SharePoint which designates specific individuals who may authorize and commit their respective agency for these legal actions will be developed in the near future. The team is continuing its work on exploring options for a secured electronic program for review of draft competitive selection documents.

Roles and Responsibilities

The new service contract process is based on specific roles with designated responsibilities. The designated roles include coordinator, program expert, bureau chief, contract administrator, division director, financial reviewer, AAG, and review team. Each of the roles must be provided during the process but not necessarily by a separate person. It is possible for an individual to fulfill several roles at the same time (e.g. coordinator and bureau chief) or for several persons

to function in the same role (e.g. several individuals serving as program experts).

The responsibilities for each role have been developed by the team. This document will be presented to the Executive Team for review and approval at their January 25th meeting. Once approved, this document will serve as the basis for a new IDPH policy for service contracting.

Contract Transformer Meeting Schedule and Team Member Contact Information at IDPH

90 day follow-up February 5
180 day follow-up May 7
I year follow-up November 5

Erin Barkema	242-5524
Bruce Brown	281-7094
Cheryl Christie	281-6645
Sherry Frizell	281-4967
Stacey Hewitt	281-3018
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Timothy Wickam	281-7462

IOWA DEPARTMENT OF PUBLIC HEALTH

February 2010

SERVICES CONTRACTING IMPROVEMENT NEWSLETTER

The Iowa Department of Public Health is undergoing a change in the service contracting process. In November 2009, a group consisting of IDPH, DHS, and local health department staff met for a week to review, revise, and re-construct the process. Communication will be critical as implementation of the new process proceeds. Contract Transformer team members reached out to their Division Directors to discuss how to best keep staff informed, and want to encourage anyone with questions to contact any team member for more information. This news letter is a progress report from the 90 day February 5, 2010 follow-up meeting.

***Input from IDPH Local
Contractors taken to
Heart***

Not only was the Kaizen team concerned with improving the service contracting process for IDPH staff, we also desired to make the application process a better experience for our local partners as well. One partner stated a “lack of cohesiveness of an IDPH division causes frustration for locals who would LIKE to follow along, but the rules aren’t the same.” As the Kaizen team proceeds with revising the service contracting process, we are attempting to incorporate input from our local partners. Some of the input revolved around creating forms attached to the RFP/RFA that are “accurate, consistent, timely, and in the simplest form possible”. Some of the suggestions included:

1. Creating a standardized spreadsheet with known

information, such as goals, objectives, activities, and reporting data.

2. Developing a standardized budget form that includes pre-populated formulas so the sheet totals itself.
3. Developing a standardized billing format. – (To be addressed by electronic expenditure reimbursement)

The team is continuing to create templates for standardizing some of the attachments included in RFA/RFP’s. Once these templates are ready, we will be contacting each bureau to get additional input. We want these templates to be as useful as possible to everyone within IDPH. We look forward to your assistance with this process.

***Training is Coming in
May and June***

Since the initial Kaizen event in November 2009, IDPH staff and local partners have been working on several aspects of the new service contracting process. As these changes are implemented, a key component of the transition will be training for both department staff and local

partners on the streamlined process.

It is anticipated that the new process will become effective July 1, 2010! Did you know the whole process will be electronic?! And, there are specific roles and responsibilities for every person involved with service contracts. Wondering how it is going to work?

Trainings will be planned during May and June, so watch the IDPH Internal training calendar schedule for a time that fits your schedule.

There is a big changes coming soon! So, be sure to attend training. The team encourages IDPH staff to become familiar with the new process prior to the training. To learn more about the new process, consult with a Kaizen team member to see the new contracting process map.



Standardized Evaluation Process

Another result of the Kaizen experience will be a standardized evaluation process for reviews of competitive selections. We are currently working towards this goal. Guidelines will be provided to IDPH employees- starting with when the evaluation team should be formed, training the evaluators, standardized templates, when and how which forms need to be completed and using SharePoint as an electronic part of the evaluation eliminating the need for most outside mail service. This is being done while remaining within the confines of Iowa Code and IDPH policy and procedures. This is a very exciting and intricate process. The end result will be well worth the effort and should provide the Iowa Department of Public Health an evaluation process that will help us select the best providers for the services we promote.

New Notification System For IDPH Grant Opportunities

Over the years, department staff have received requests from the general public and our contractors to issue a notice when we have posted an funding opportunity for a specific project. In response, the team is currently developing a structure for the Lyris List Serve as managed by the Department of Administrative Services (DAS). Individuals will be able to subscribe to any or all of the IDPH topic area lists i.e. Nutrition and Health Promotion, Child Health, Local Public Health, etc. An email notification of the release of a competitive grant opportunity in the topic area will be sent to the list membership when the competitive selection document is posted on the IDPH web site. Members may also unsubscribe to a list at any time.

Enrollment for this notification system is scheduled to begin in mid-March 2010. You may access the IDPH Lyris List Serve lists through a link on the IDPH web site. We will begin issuing notices to the subscribed members when the new Service Contracting process is implemented as of July 1st.

Contract Transformer Meeting Schedule and Team Member Contact Information at IDPH

120 day follow-up March 5
150 day follow-up April 2
180 day follow-up May 7
1 year follow-up November 5

Be sure to contact any of the IDPH staff below with questions or suggestions.

Erin Barkema	242-5524
Bruce Brown	281-7094
Cheryl Christie	281-6645
Sherry Frizell	281-4967
Stacey Hewitt	281-3018
John McMullen	281-6646
Dawn Mouw	281-0919
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ATCH 2

YTD Total		(Over) /	YTD % of State		Local Agency		Assign.	Monthly Actual Levels						
Assign.	Actual	Under	Assign.	Actual	Nbr.	Name	Level	Oct	Nov	Dec	Jan	Feb	Mar	Apr
115,776	42,962	72,814	13.23%	14.04%	31	Broadlawns	9,648	10,884	10,689	10,752	10,637			
24,108	8,332	15,776	2.75%	2.72%	33	Community Opp	2,009	2,105	2,076	2,079	2,072			
52,488	17,981	34,507	6.00%	5.88%	34	HACAP	4,374	4,475	4,550	4,538	4,418			
51,756	17,411	34,345	5.91%	5.69%	35	Hillcrest	4,313	4,369	4,339	4,345	4,358			
54,060	19,586	34,474	6.18%	6.40%	36	Scott County	4,505	4,933	4,913	4,984	4,756			
24,156	7,748	16,408	2.76%	2.53%	37	MATURA	2,013	1,981	1,943	1,917	1,907			
78,564	27,096	51,468	8.98%	8.86%	38	Mid-Iowa	6,547	6,925	6,817	6,727	6,627			
24,132	8,257	15,875	2.76%	2.70%	39	Mid-Sioux	2,011	2,047	2,060	2,083	2,067			
35,340	12,446	22,894	4.04%	4.07%	41	North Iowa	2,945	3,086	3,135	3,143	3,082			
20,772	7,135	13,637	2.37%	2.33%	42	VNA Dubuque	1,731	1,821	1,761	1,781	1,772			
67,056	23,267	43,789	7.66%	7.61%	43	Op Threshold	5,588	5,870	5,854	5,868	5,675			
52,368	17,195	35,173	5.98%	5.62%	45	Southeast	4,364	4,291	4,298	4,331	4,275			
35,448	12,240	23,208	4.05%	4.00%	46	American Home	2,954	3,054	3,098	3,077	3,011			
31,860	11,503	20,357	3.64%	3.76%	47	Upper DM	2,655	2,868	2,880	2,872	2,883			
36,672	12,229	24,443	4.19%	4.00%	48	West Central	3,056	3,110	3,108	3,065	2,946			
48,072	17,572	30,500	5.49%	5.74%	49	Siouxland	4,006	4,379	4,434	4,427	4,332			
29,508	10,134	19,374	3.37%	3.31%	50	Webster County	2,459	2,553	2,573	2,521	2,487			
31,284	10,581	20,703	3.57%	3.46%	51	Johnson County	2,607	2,710	2,645	2,667	2,559			
35,496	12,997	22,499	4.06%	4.25%	52	Pott County	2,958	3,275	3,247	3,281	3,194			
26,220	9,247	16,973	3.00%	3.02%	53	Marion County	2,185	2,305	2,291	2,321	2,330			
875,136	305,919	569,217	100.00%	100.00%	Total		72,928	77,041	76,711	76,779	75,388	-		-



